

# How to Use the UDOT Measurement and Payment Template

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- A. These three files must exist **at the root of your C:\ drive** before you use the template:
1. **Bidlist.txt** – Generate a new copy of this document from the PDBS system each time you create a project.  
A bid item is nine characters long.
    - \* as the last character indicates a special provision is required.
    - P as the last character indicates that the item cannot be found but is covered by a Standard Specification or Supplemental Specification.  
An asterisk or P used in a bid item number collects no history in PDBS.
    - D as the last character indicates a dimension must be added or changed.  
**The D is part of the number and not added**
    - U as the last character indicates that item price is the same for every project.

To create Bidlist.txt file:

- a. Create the Engineer's Estimate in PDBS, save changes, and open Estimate>Reports>Engineer's Estimate.
  - b. Save the Bidlist.txt file to the root of your C drive.  
In the Engineer's Estimate Report screen:
    - 1) Click "File"
    - 2) Select "Export Measurement and Payment List" from the dropdown list
    - 3) At the prompt, Save In: C: (this should be the default setting)
    - 4) Type in Filename: BidList.txt
    - 5) Select "text" as the file type (not "text with headers")
    - 6) Click on Save
  - c. Your file is now ready to use in the Word Measurement and Payment Template.
2. **MandP.doc** – Download the latest version from the web at <http://www.udot.utah.gov/main/f?p=100:pg:::1:T,V:1922>
  3. **ProjectBid.doc** – Download this file from the web site. This file does not need to be downloaded with each project but the file is updated periodically so be sure you have the most current one.  
<http://www.udot.utah.gov/main/f?p=100:pg:::1:T,V:1923> (under Installing the Measurement and Payment Template Files)

- B. Open a new session of Word. If Word is already open on your computer, close the program and launch it again.
- C. Click on File > New > General (If you are a UDOT employee, you may have to click on your department tab). Double click on the Measurement and Payment template.

The template will be displayed on your screen with instructions to follow. As the program runs you will see the M&P document scroll on your screen. Four Word document icons are open while the program is running. The final document will display when the program has finished running.

- D. There are four macros built into the final document. They only run if the file name is projbid.doc. There are two options:
1. Save the created M&P as projbid.doc, make all your corrections and changes, move it from your C drive when the file is final, and start each project with a master projbid.doc file or download a new file with each project.
  2. Rename the file and change the macro code to run within the new name. From the projbid.doc file, click tools>macro>macros. Select "DeleteSampleSection" (or any of the macros listed below) and click edit. You are now in the Visual Basic Editor. Use the scroll bar at the right to move to the top of the code. You will see:

```
Sub RemoveHighlights()
```

```
Dim Index As Integer
```

```
Dim TableNumber As Integer
```

```
Documents("ProjectBid.doc").Activate
```

```
TableNumber = ActiveDocument.Tables.Count
```

```
Index = 1
```

Change "ProjectBid.doc" to whatever you named the file.doc. Save the change and exit the Visual Basic editor.

The four macros specific to this document are:

- a. DeleteSampleSection – To remove the first table. Each time you run this macro, the first table of your document will be deleted.
- b. RemoveHighlights – To take the red out of the cells that needed your attention.
- c. RemoveSampleRenumbeTables – Combines the tasks of "DeleteSampleSection" and "RenumbeTables"
- d. RenumbeTables – Renumbers the tables in the M&P document after you have inserted tables for new bid numbers

- E. An M&P Toolbar will be created with the M&P document. Another way to remove the red is to click on the REMOVE HIGHLIGHTS button on the M and P Toolbar. View >Toolbars>M and P Toolbar. To close the M and P Toolbar, click on the X button in its upper right-hand corner.